

APPROVED FEB 20 2013

Memo

To: Dr. María Elena Soliño, Chair Undergraduate Studies Committee
From: Melissa Pierson, Chair Undergraduate Catalog Subcommittee
Date: 2/15/2013
Re: Undergraduate Catalog Subcommittee Report for the 2/20 UC meeting

The Undergraduate Studies Catalog Subcommittee continued to review the Academic Regulations, Degree Requirements, and General Policies sections of the Undergraduate Catalog. We recommend the following edits to the catalog.

We make these recommendations to other UC Committees:

1. We have submitted a memo to the UC Core committee, recommending their consideration of 1) the entire Core policy as stated in the catalog; and 2) recommended edits to the transfer policy related to core courses.
2. We have submitted a memo to the UC Academic Policies and Procedures committee, recommending their consideration of the transfer credit section of the catalog.

We recommend UC approval of the following text edits for accuracy and clarity:

Grades > Grade explanations > #3 regarding Incomplete Grades

www.uh.edu/academics/catalog/policies/academ-reg/grades/

Discussion: There were multiple inaccuracies in this section, as well as some text that offered confusing examples. We recommend approval of re-written text as follows.

The current catalog text reads as follows:

The temporary grade of I (incomplete) is a conditional and temporary grade given when students (a) are currently passing a course or (b) still have a reasonable chance of passing in the judgment of the instructor, but for non-academic reasons beyond their control have not completed a relatively small part of all requirements.

Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. Students should understand that the only way to have an I changed to a passing grade is to fulfill course requirements in accordance with the conditions specified by the instructor. Students must contact the instructor of the course in which they receive an I grade to make arrangements to complete the course requirements. Students must not reenroll (reregister) for the courses in which their grade is currently recorded as an I. Even when the conditions for fulfilling the course requirements include participation in all or part of the same course in another semester, the student must not reenroll (reregister) for the course. After the course work is completed, the instructor will submit a change of grade form to change the I grade to the grade earned. Both grades, the original I and the earned grade, will appear on the transcript

The grade of I may not be changed to a grade of W, but may be changed only to another letter grade. As stated under Fulfillment of Grade Requirements for a Degree, all grades of I shall be computed as grades of F for purposes of calculating a student's cumulative grade point average for graduation.

Should the student not complete the course in the time allotted (a maximum of one year), a grade of F will be assigned and used for purposes of calculating a student's cumulative grade point average for graduation and also for determining eligibility for graduation with honors (i.e., an I grade that becomes an F, even if associated with a course taken during the freshman or sophomore year, will be counted as part of the student's last sixty-six hours).

Recommended Text edits:

The temporary grade of I (incomplete) is a conditional and temporary grade assigned when students for non-academic reasons beyond their control have not completed a relatively small part of all requirements for a course.

The student must:

- a. be currently passing the course or have a reasonable chance of passing the course, in the judgment of the instructor;
- b. contact the instructor immediately regarding the reasons that prevent the student from completing the course, final assignment and/or final examination;
- c. initiate the request for an I grade within 90 days of the posting of the course grade;
- d. make arrangements with the instructor to complete the course requirements, if assigned;
- e. understand that the only way to have an I grade changed to a passing grade is to fulfill course requirements in accordance with the conditions specified by the instructor;
- f. understand that the grade of I may be changed only to another letter grade. If the student does not complete the course requirements in the time allotted (a maximum of one year) the I grade will convert to an F grade and will be noted as a lapsed incomplete on the student's transcript. An I grade once lapsed to an F grade may not be changed to a grade of W; and
- g. not reenroll (reregister) for the courses in which their grade is currently recorded as an I. Even when the conditions for fulfilling the course requirements include participation in all or part of the same course in another semester, the student must not reenroll (reregister) for the course.

As stated under Fulfillment of Grade Requirements for a Degree, all grades of I shall be computed as grades of F for purposes of calculating a student's cumulative grade point average.

After the course work is completed by the student, the instructor will submit a change of grade form to change the I grade to the grade earned.

Additionally, the committee recommends the DELETION of #5 because this statement is inaccurate: "An in progress designation in place of a grade indicates that the student is proceeding satisfactorily but must re-enroll to obtain a final grade."

Grades > Grade Point Average

Discussion: We discussed the way the grades and GPAs are presented in the table in this section. GPAs are shown with two decimal points, however the policy under the table states: "Decimals beyond two places are truncated, not rounded, in computing the grade point average," which is accurate. The way the GPAs are presented in this table, it implies that the GPAs are rounded.

Grade Points Awarded for Each Grade

Grade	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Recommendation: This committee recommends adding zeros as the third decimal place in this table to emphasize the truncation policy.

We provide information on these minor changes for UC information:

General Policies > Other University Policies

<http://www.uh.edu/academics/catalog/policies/general/index.php>

We recommend removal of "Academic Honesty Policy" from the list of items in this page that were said to appear in the Student Handbook; in fact, the Academic Honesty Policy appears ONLY in the Undergraduate Catalog.

Graduation > Graduation with honors

<http://www.uh.edu/academics/catalog/policies/degree-reqts/graduation/index.php>

We reviewed the Graduation with Honors section, on the request of CLASS. We recommend these minor edits for student clarity:

- par. 3 should begin: Undergraduate students who complete their degree requirements under catalogs beginning in Fall 2010...
- At end of the Graduation with Honors sections, add: See Catalog archives for honors policy for students beginning under catalogs prior to 2010.